

**Department of Human Resources**  
Carroll County Government  
225 North Center Street, Room 100  
Westminster, Maryland 21157  
410-386-2129



Currently accepting applications for:  
**Cashier Trainee**  
**Department of the Comptroller**  
An Equal Opportunity Employer

**Cashier Trainee – Department of the Comptroller/Collections Office**

\$12.50 hourly, 40 hours per week, contractual position June through August

Hours are typically Monday through Friday from 8:00 am – 5:00 pm

**Apply by 5:00 pm on Tuesday, May 24, 2022**

The Collections Office is seeking an individual to process payments and balance receipts in a fast-paced environment.

As a Cashier Trainee you will be responsible for collecting receipts (taxes, assessments, etc.), processing payments, reconciling charges, and posting receipts and taxes for County, State and Municipalities.

The ideal candidate for this opportunity will be detail oriented, have calculator experience and proficient at balancing checks with payments.

*See next page for the full job description*

**Qualifications:**

1. High school diploma or general education diploma
2. Cash handling and/or payment processing experience preferred

*\*A comparable amount of training and experience may be substituted for the minimum qualifications*

**Benefits of working for Carroll County Government:**

- ✓ 40 hours of Sick and Safe Leave

**How to apply:**

- Apply online: <https://careers.carrollcountymd.gov/openings/>
- Pick up an application in our office: 225 N. Center Street, Room 100, Westminster, MD 21157
- Call the Carroll County Job Hotline to request an application: 410-386-2020
- Applications must be submitted by 5:00 pm on the date the job closes
- Applications are **not** accepted by fax or email

Posted 05/03/2022  
(22-161)

## **CASHIER/TRAINEE**

### **GENERAL RESPONSIBILITIES**

Performs a wide variety of cashiering and other duties related to the Collections Office.

**ESSENTIAL TASKS** include the following. Other duties may be assigned.

1. Collect county receipts such as real estate taxes, front foot benefit assessments, personal property taxes, water/service and other receipts
2. Process payments made by mail including computation of interest for County, State and other taxes, and reconciliation of charges and post bills to computer terminal. Proves out cashier draw at end of day
3. Prepare tax bills for mailing
4. Scan tax rolls
5. Sort and open mail
6. Pull tax bills and research taxes paid
7. Perform related duties as to specific assignments
8. Any employee may be identified as Essential Personnel during emergency situations
9. Provide service to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution
10. Communicate with managers, supervisors, co-workers, citizens, and others, maintains confidentiality, and represents the County

### **EDUCATION AND EXPERIENCE**

1. High School diploma or general education diploma (GED)
  2. Cash handling and/or payment processing experience preferred
- \* A comparable amount of training and experience may be substituted for the minimum qualifications

### **KNOWLEDGE, SKILLS AND ABILITIES**

1. Calculate figures and amounts using a calculator
2. Use computer software and/or program applications
3. Read and comprehend instructions, correspondence, and memos
4. Carry out instructions